Dear Applicant:

Enclosed is the Application for Criminal History Review from the State of Utah. Please complete all of the steps described below. Failure to properly complete one of the steps will cause a delay in processing your application.

- 1. Fill-out the top portion of the application. List all of your previous names including married and maiden names. Be sure to sign the application.
- 2. Take the application to a law enforcement agency such as your city police department or county sheriff's office. Request that they print the four fingers of your right hand on the space provided. Make sure the law enforcement official who takes your fingerprints fills-out the portion of the application labeled "OFFICIAL TAKING PRINTS". NOTE: The fingerprints may be taken at our office, Bureau of Criminal Identification, 3888 West 5400 South, Taylorsville, Utah.
- 3. The application fee is \$10.00. Select a method of payment by making a check mark in the appropriate box at the bottom of the application. Checks and money orders should be made payable to "Utah Bureau of Criminal Identification". To pay by credit card (Visa/MasterCard) fill-out the form on the third page of the application. Credit number should include the three digit control number located on the back of the card on the signature line. Cash may be accepted in person only. **DO NOT SEND CASH IN THE MAIL**.
- 4. Print or type the name and address of where to mail the criminal history record on the waiver. Sign and date the waiver in the presence of a notary public. The waiver MUST be notarized or we will be unable to send the criminal history record. (The waiver is on page three of the application). **NOTE:** If an applicant requests their own criminal history record in-person the waiver is not necessary.
- 5. Mail the application, fee and waiver to:

UTAH BUREAU OF CRIMINAL IDENTIFICATION 3888 WEST 5400 SOUTH BOX 148280

SALT LAKE CITY UT 84114-8280

The criminal history record will be mailed to the address you indicate on the waiver. The record may not be faxed or sent by e-mail.

- 6. If you would like to apply for criminal history expungement make a check mark in the appropriate box at the top of the application. You will receive notification of the current eligibility status of your record within 2-3 weeks.
- 7. If your application is for foreign travel or international adoption please include a letter or note stating such.

If you have any questions you may call from 8:00-5:00 PM Monday-Friday (801)965-4445. Or visit our website at www.bci.utah.gov



□ Credit Card

State of Utah

Department of Public Safety • Bureau of Criminal Identification **APPLICATION FOR CRIMINAL HISTORY RECORD REVIEW**

3888 West 5400 South, Box 148280, Salt Lake City, Utah 84114-8280 Telephone: (801)965-4445

WHEN FILLING OUT THIS APPLICATION TYPE OR PRINT. Your application will not be processed unless all sections of this form are filled out completely					
G CHECK BOX IF YOU WOULD LIKE	TO APPLY FOR AN EXPU	INGEMENT			
NAME:(Last) (First)	DATI	DATE OF BIRTH /			
(Last) (First)	(Middle)				
PREVIOUSLY USED NAME(S) (Maiden, etc.)					
MAILING ADDRESS :(Street/Box number)	(City)	(State)	(Zip)		
		(State)	(Zip)		
PHYSICAL ADDRESS : (Street)	(City)	(State)	(Zip)		
HOME PHONE NUMBER : ()	DAYTIME PHONE NUMB	ER:()			
SOCIAL SECURITY: DR	IVER LICENSE# AND STATE		/		
			_		
PHYSICAL DESCRIPTION: HEIGHT/ WEI I hereby make application to review my Utah Computerized Crimi		SEX/	RACE/		
Signature of applicant: Date:					
FINGERPRINT INSTRUCTIONS: (OFFICIAL TAKING PRINTS) Confirm identify of applicant with identification that shows photo, signature and date of birth. Confirm ID with the information above, then list the type of ID used and the ID number in the space provided below. Fingerprint the four fingers of the applicant's right hand simultaneously in the box located in the lower right portion of this form.					
APPLICANT IDENTIFICATION INFORMATION		FINGERPRINTS			
Type of identification used:					
Identification number:					
Name on ID:					
ODDIVINA MANAGADANIS					
OFFICIAL TAKING PRINTS					
Fingerprints taken by: (PRINT NAME)					
Date Printed:					
Agency Name: Badge #					
(If appli					
BUREAU USE ONLY AFIS Confirmation					
SID#					
METHOD OF PAYMENT (Check appropriate box for payment) \$10.00 APPLICATION FEE					
□ Cash will be accepted in person only. (DO NOT SEND CASH IN THE MAIL.) □ Check, Money Order or Cashier's Check (Payable to "Utah Bureau of Criminal Identification" in the amount of \$10.00)					

 $\ \square$ Visa OR $\ \square$ Master Card Fill-out form on next page to pay by credit card

Juvenile offender information is **not** retained by the Bureau of Criminal Identification. Requests must be made directly to Juvenile Court

Credit card number	* 3 digit control # (On back of card)	Expiration Date
PRINT NAME as it appears on the card:		
TOTAL AMOUNT OF PURCHASE: \$		
MAILING ADDRESS ON CREDIT CARD STATEMENT:		
Cardholder signature:	Date: _	
*ONLY THE APPLICANT'S CREDIT CARD MAY BE ACCEPTED I USED FOR PAYMENT IS NOT ISSUED TO THE APPLICANT USE		
**************************************	*******	******
INSTRUCTIONS FOR WAIVER: The waiver is required when app would like the criminal history record mailed to in the space provided presence of a notary public.		
Date:		
I hereby ask that the criminal history information requested be released and sen	t to:	
Attn:		
Address		
City/State/Zip		
and release the Utah State Bureau of Criminal Identification from any liability r	resulting from such request	
Signature of Applicant :	_	
Subscribed and sworn to before me this		
day of, 20		
Signature of Notary Public:		
Notary Public for the State of:		